

ALEXANDRIA TOWNSHIP COMMITTEE
Special Budget Meeting
MINUTES
September 19, 2018

This meeting was advertised in the Hunterdon Democrat notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website (www.alexandrianj.gov) as required by the Open Public Meetings Act.

Meeting Called to order at 6:06 PM.

ROLL CALL:

PRESENT: Mayor Garay, Committeeman Pfefferle, Committeeman Kiernan, CFO Steinberg, Twp. Eng. Decker (*arrived 6:11 PM*)

ABSENT: None

NEW BUSINESS:

- Facility Use Request-Board of Education Candidates

NOTE: Comm. Pfefferle recused himself at 6:08 PM.

Four of the seven Board of Education candidates running for the School Board in November sent in a facility use request for the pavilion for 4 dates prior to the election. Mayor Garay noted that on September 12th, the Township hosted a 55+ over event at the municipal building. The other three Board of Education candidates running for the School Board requested to speak at the event. Mayor Garay denied the request stating that the 55+ over meeting was a Township sponsored event. The Township Park has always been neutral territory for politics and in the past the Township Committee has not allowed for signage at the park during elections either.

Mayor Garay felt that a precedent was set for not allowing the first request at the municipal building and that allowing the use of the pavilion feels like a sense of endorsement. Comm. Kiernan disagreed with Mayor Garay and noted that the decision made not to have the candidates speak at the 55+ over event was not a Township Committee decision and that no precedent was set and the Township Committee can't restrict candidates from using the park. Comm. Kiernan noted that the Board of Education candidates would not have been able to attend the 55+ over event regardless because the room was at capacity and having the Board of Election candidates present to speak would have made the room over the State allowed capacity. Mayor Garay would like to table the request until she has time to review the Park Facility Use Form and has more information. Township Administrator/Clerk Bobrowski advised the Township Committee that the Park/Rec Commission is who authorizes the use of the pavilion not the Township Committee.

Note: Comm. Pfefferle returned to the meeting at 6:23 PM.

- Mt. Salem Road Project Bid

Two bids were received for the NJDOT funded Mt. Salem Road improvements. The NJDOT awarded a grant to the township in the amount of \$240,000.00 on February 21, 2018. The Township has 24 months from the announcement of funding to award a contract for the improvements. The deadline for award is February 21, 2020. There were two options for this bid:

- 1.) Base Bid-for the pavement surfacing
- 2.) Option-installation of drainage

The two bids received were:

Bidder	Hale Built	TopLine
Base Bid	\$199,778.07	\$238,056.64
Option	\$85,687.45	\$60,530.48
Total	\$285,465.52	\$298,587.12

Hale Built is the lowest bidder of the two for both the Base Bid and the Total (including the option). The Township has four alternatives when making this award. Those are:

- 1.) Award the Base Bid to Hale Built in the amount of \$199,778.07 and do not install the drainage improvements. All improvements will be covered by the NJDOT funding.
- 2.) Award the Total Bid to Hale Built in the amount of \$285,465.52. NJDOT will only reimburse for up to the grant of \$240,000. The Township would need to fund the \$45,465.52 balance.
- 3.) Award the Base Bid to Hale Built in the amount of \$199,778.07 and have the Alexandria DWP install the drainage at the Township's expense. In discussion with Glenn Griffith, the Township's costs would be less than the \$45,465.52 difference, however due to current workload the DPW would not be able to have the drainage installed in time for the road to be paved before Spring 2019.
- 4.) Not award a contract at this time due to lack of funds and re-bid after the 1st of the year. The only advantage to this alternative is to provide the Township time to budget the additional monies required or install the drainage. The one caveat to this alternate is that there is no guarantee that the bids will not be higher and require additional municipal funding.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to move forward with Option #2.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None
Abstain: None

Motion Carried

CFO Steinberg noted that a fully funded ordinance will need to be done to utilize the NJDOT grant monies and that the balance of \$45,465.52 can come out of surplus capital. Twp. Engineer Decker will reach out to Hale Built to determine if they can do the project within the timeframe afforded to them after the 2nd reading of the fully funded ordinance. If Hale Built can work with the Township, then a special meeting for the 1st reading of the fully funded ordinance will be on September 26th.

BUDGET WORK SESSION:

Park/Rec-The Park/Rec Commission has a trust fund in the amount of \$82,000.00 as of January 2018. These funds are from various fees collected for park/barn/pavilion usage throughout the years. Monies can be used for park improvements. From that balance, \$12,500.00 was used for materials for the walking bridge at the park.

Co-Chair Niebuhr was present for this discussion and noted that Park/Rec needs to do weed control at the playground and parking areas. The mulch at the playground is getting washed out due to the recent rains. The cost for weed control will be \$525.00. Co-Chair Niebuhr will provide Twp. Administrator/Clerk Bobrowski with quote for the weed control so a requisition can be made to have the areas sprayed.

A complaint was received from a pavilion renter about garbage cans left full of trash prior to their event and weeds throughout the playground. Co-Chair Niebuhr noted that the Facility Use does read that patrons are to clean up after their event. A discussion ensued about placing a large dumpster at the park with a combination lock or having the dumpster placed inside the barn so that garbage can be thrown away after events.

The Township Committee reviewed three separate charts prepared by CFO Steinberg. Comm. Kiernan asked when the Township Committee can go look into a new bank for the Township. CFO Steinberg noted that the Township will need to go out for an RFP. Comm. Pfefferle would like to discuss at a future budget meeting going out for RFP's for Professionals. CFO Steinberg advised the Township Committee that a law was passed indicating that there has to be a certification of monies from the CFO prior to the Township Committee taking any financial action. A Township Committee's action without one is null/void. CFO Steinberg noted that this can cause a delay in resolutions and motions requiring the release of money. CFO Steinberg recommended that the Township Committee move to having two meetings a month. One meeting can be a work session to discuss resolutions and motions that would require certification and to ensure that funds are available prior and then a meeting to have action on those matters.

Comm. Kiernan would like to see an increase in the hours/days of the zoning officer. Township Administrator/Clerk Bobrowski noted that Zoning Officer Mullin was hired as the Zoning Officer to work every Thursday from 4:00 PM to 6:00 PM based on the hours of the previous zoning officer. Zoning Officer Mullin received certification for Highlands Zoning Approval and in lieu of increase in pay for this additional expertise afforded to the Township, the Township Committee at that time offered to reduce Zoning Officer Mullin's hours to the same as the building departments evening hours-the 2nd and 4th Thursday from 5:00 PM to 7:00 PM. Zoning Officer Mullin checks his messages and emails daily and does respond in a timely fashion to them. If a zoning application comes in prior to his hours than it is scanned to him and he will scan back either the approval or denial to the building department so that the applicant does not have to wait until office hours. Comm. Kiernan was happy to hear that the Zoning Officer is working additional hours to get the job done and didn't feel the additional hours/days are warranted.

COMMENTS FROM THE FLOOR:

- Resident Barbara Daniello questioned monies that the Alexandria Equestrian Association (AEA) has been raising for a new roof on the barn. Ms. Daniello was advised that the Township has already placed \$100,000.00 to the side for its share towards the roof. The AEA has been raising money and will be providing an accounting of their money. The Township Committee will be looking at where the AEA is at with their fundraising and what additional revenue for future events/activities may be needed.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to go into Executive Session. (Time 8:30 PM.)

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

_____ A confidential or excluded matter under Federal or State Law or Court Rule.

- _____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
 - _____ A matter constituting an unwarranted invasion of an individual's privacy rights.
 - _____ Collective Bargaining Agreement or negotiation of the Agreement.
 - _____ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
 - _____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
 - _____ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
 - _____ Matters falling within the attorney-client privilege.
 - X Personnel matters involving a specific employee or officer of the Township.
Township Committee Meetings
DPW Foreman Position
 - _____ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
 4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
 5. This Resolution shall take effect immediately.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session **(9:40 PM)**.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to authorize Twp. Administrator/Clerk Bobrowski to advertise the position of DPW Manager on the NJLM website.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to authorize Twp. Administrator/Clerk Bobrowski to advertise internally to the DPW the position of DPW Foreman for 11 days as prescribed in the Union Contract.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

The following matters were discussed in Executive Session:

- DPW Foreman Position

Matter to stay in Executive Session

MOTION TO ADJOURN

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adjourn at 9:40 PM.

Roll Call: Aye: Garay, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 9:41 PM.

Respectfully Submitted:

Michele Bobrowski, RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of September 19, 2018 and certify that said Minutes were approved unanimously by the Township Committee on the 10th day of October.

Michelle Garay, Mayor